

Online trading with Thurrock Council

Oracle iSupplier user guide

thurrock.gov.uk/isupplier

Contents

- 3. How to view an order.
- 13. How to flip and order to create an invoice.
- 22. How to view an invoice.
- 26. How to see if an order has been receipted.
- 30. How to create a Credit Memo
- 37. How to create a new user.
- 40. How to amend your bank details.
- 44. Month End Closure

If you have any queries or issues relating to using the Oracle I-Supplier please use the contact details below:

Telephone: 01375 652512

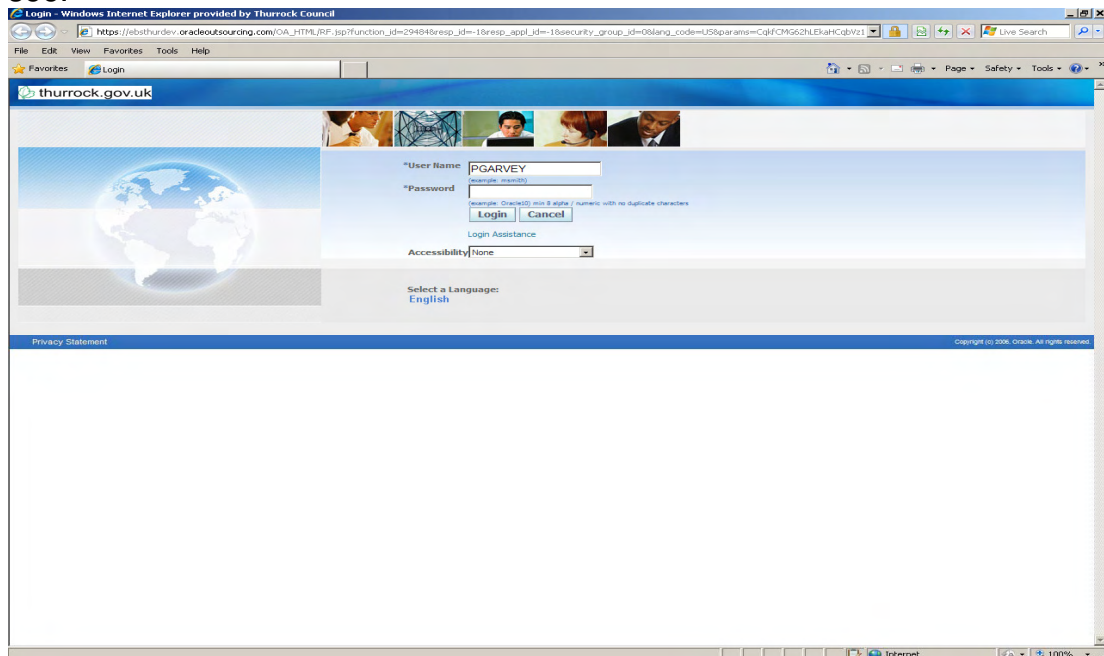
Email: Creditorsenquiries@thurrock.gov.uk

Please add "iSupplier" to the subject line for easy identification.

P.S: For easy readability and to view all fields and text, please zoom this document to either 150 or 200%.

How to view an order

Log into Oracle i-Supplier. Your username is your email address. Your **Password** was set up by yourself. Below shows the login screen you should see.

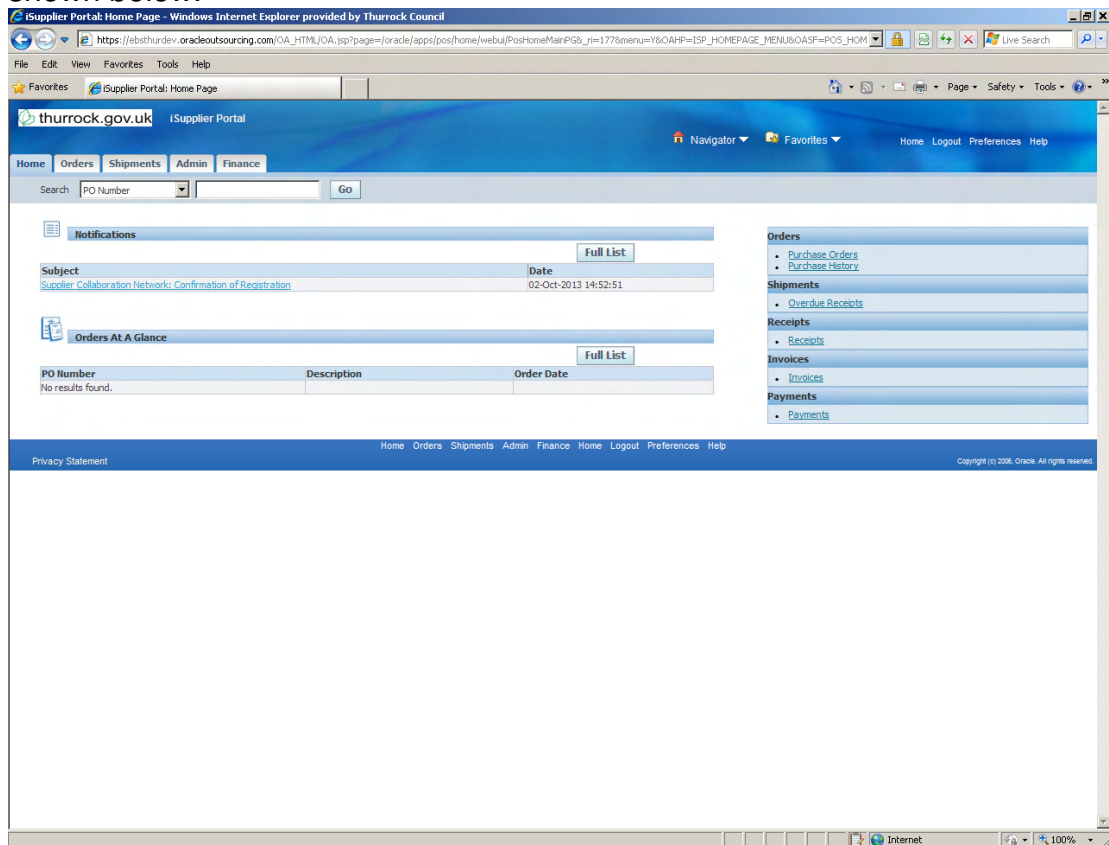


Helpful Tip: URL for Thurrock Oracle i-Supplier Portal

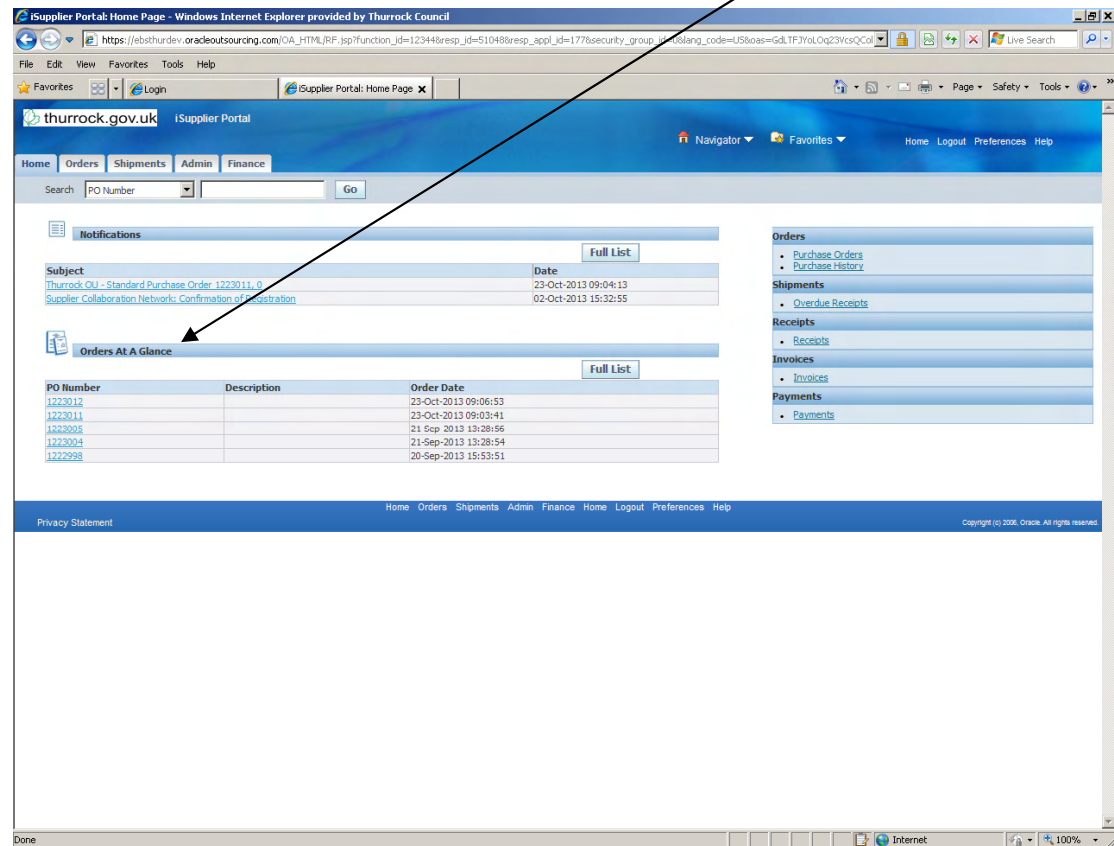
<https://manage.thurrock.gov.uk>

Please bookmark this to your browser favourites.

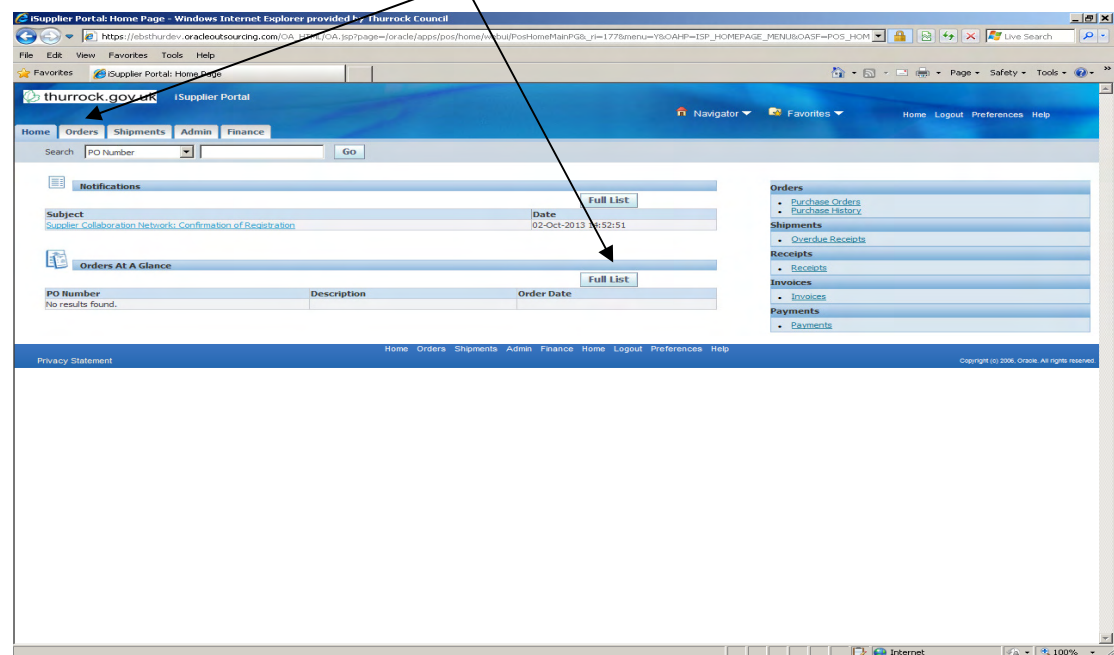
When you have logged in, the Oracle **Home Page** will now be displayed as shown below.



The last 5 orders received will be displayed under the **Orders at a Glance** Header:



To See **ALL ORDERS**, click **Full List** or on the **Orders** tab at the top of the page:



Click on the **Order Number** to see full details of that order:

View Purchase Orders - Windows Internet Explorer provided by Thurrock Council

thurrock.gov.uk iSupplier Portal

Home Orders Shipments Admin Finance

Purchase Orders Purchase History

Export

Views

View All Purchase Orders Go

Advanced Search

Select Order: Acknowledge View Change History

Select PO Number	Rev	Operating Unit	Document Type	Description	Order Summary	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
1205199	0	Thurrock OU	Standard PO		05-Sep-2012 08:35:51	Raymer, Mr. Ian	GBP	26,000.00	Open		
1202272	0	Thurrock OU	Standard PO		14-Jun-2012 08:37:54	Raymer, Mr. Ian	GBP	44.78	Finally Closed		
1201122	0	Thurrock OU	Standard PO		04-May-2012 08:39:58	Raymer, Mr. Ian	GBP	37.32	Open		
1135120	0	Thurrock OU	Standard PO		26-Apr-2012 08:57:31	Raymer, Mr. Ian	GBP	397,200.00	Open		
1200249	0	Thurrock OU	Standard PO		20-Apr-2012 13:24:46	Raymer, Mr. Ian	GBP	77.88	Open		
1135080	16	Thurrock OU	Standard PO		29-Mar-2012 09:46:28	Default Buyer	GBP	126,964.62	Open		
1135080	4	Thurrock OU	Standard PO		28-Mar-2012 12:00:40	Default Buyer	GBP	22,565.54	Closed		
1145414	4	Thurrock OU	Standard PO		23-Mar-2012 10:27:49	Default Buyer	GBP	1,703.72	Finally Closed		
1145420	2	Thurrock OU	Standard PO		23-Mar-2012 10:27:14	Default Buyer	GBP	1,340.77	Closed		
1145536	2	Thurrock OU	Standard PO		23-Mar-2012 10:26:39	Default Buyer	GBP	741.12	Closed		
1147254	0	Thurrock OU	Standard PO		22-Mar-2012 15:14:53	Default Buyer	GBP	35.13	Open		
1136693	3	Thurrock OU	Standard PO		09-Mar-2012 14:04:38	Default Buyer	GBP	3,200.00	Finally Closed		
1135015	2	Thurrock OU	Standard PO		09-Mar-2012 09:44:54	Default Buyer	GBP	25,543.32	Closed		
1138169	3	Thurrock OU	Standard PO		08-Mar-2012 14:22:14	Default Buyer	GBP	3,770.98	Finally Closed		
1140056	3	Thurrock OU	Standard PO		08-Mar-2012 12:32:52	Default Buyer	GBP	4,900.00	Finally Closed		
1138445	5	Thurrock OU	Standard PO		08-Mar-2012 12:32:00	Default Buyer	GBP	8,800.00	Closed		
1135879	12	Thurrock OU	Standard PO		07-Mar-2012 08:48:23	Default Buyer	GBP	29,737.48	Finally Closed		
1144273	6	Thurrock OU	Standard PO		01-Mar-2012 16:04:07	Default Buyer	GBP	1,784.26	Finally Closed		
1146434	0	Thurrock OU	Standard PO		29-Feb-2012 09:15:15	Default Buyer	GBP	60.00	Closed		
1136050	3	Thurrock OU	Standard PO		28-Feb-2012 14:01:25	Default Buyer	GBP	6,568.13	Finally Closed		
1141381	6	Thurrock OU	Standard PO		27-Feb-2012 12:23:59	Default Buyer	GBP	5,950.00	Finally Closed		
1144537	1	Thurrock OU	Standard PO		23-Feb-2012 11:07:58	Default Buyer	GBP	342.77	Finally Closed		
1135061	2	Thurrock OU	Standard PO		22-Feb-2012 15:52:30	Default Buyer	GBP	110,000.00	Finally Closed		
1145698	1	Thurrock OU	Standard PO		22-Feb-2012 15:51:18	Default Buyer	GBP	204.44	Closed		

The **Order Detail** screen shows you the **lines** on the order and a **Payment Summary**:

Supplier Portal: View Order Details - Windows Internet Explorer provided by Thurrock Council

thurrock.gov.uk iSupplier Portal

Home Orders Shipments Admin Finance

Purchase Orders Purchase History

Standard Purchase Order: 1202973, 9 (Total GBP 44.78)

Currency=GBP

Actions View Change History Go Export

Order Information

General

Total 44.78

Supplier LIMITED

Supplier Site RH17 SRZ

Address RH17 SRZ

Order Date 14-Jun-2012 08:37:54

Description Status Finally Closed

Note to Supplier

Operating Unit Thurrock OU

Supplier Order Number

Attachments None

Terms and Conditions

Payment Terms 10 Days

Carrier

Ship-To Address

Address Children Education & Families, Civic Offices
New Road
Grays, RH17 6LT

Summary

Total	44.78
Received	44.78
Invoked	37.32
Payment Status	Paid

PLZ INVOICE ONLINE VIA THURROCK (SUPPLIER PORTAL) FOR ORDER CONTACT DETAILS - PLZ CLICK ON 'ACTIONS' AT THE TOP AND 'VIEW PDF'

Show All Details Hide All Details

Details	Line Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason
1	1	Svs by Amt NO Receipt Req		One off invoice to be paid (00008986) for contact supervision re:	GBP	44.78	1	44.78	Finally Closed		

Return to Orders: Purchase Orders

Actions View Change History Go Export

Privacy Statement

Home Orders Shipments Admin Finance Home Logout Preferences Help

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The screenshot displays the Thurrock Council Supplier Portal interface. At the top, a navigation bar includes links for Home, Orders, Shipments, Admin, and Finance. The main content area is titled 'Purchase Orders' and shows a summary for a specific order. A black arrow points from the 'Summary' tab in the 'Order Information' section to the 'Summary' box. The 'Summary' box contains the following data:

Summary	
Total	44.78
Received	44.78
Invoiced	37.32
Payment Status	Paid

Below the 'Summary' box, there is a table with columns: Item/Job, Supplier Item, Description, UoM, Qty, Price, Amount, Status, Attachments, and Reason. The table contains one row of data:

Item/Job	Supplier Item	Description	UoM	Qty	Price	Amount	Status	Attachments	Reason
		One off invoice to be paid (00008966) for contact supervision re:	GBP	44.78	1	44.78	Finally Closed		

At the bottom of the page, there is a footer with the text 'Copyright (c) 2008. Oracle All rights reserved.' and a 'Privacy Statement' link.

If you click on the word **Show** at the beginning of each line you can see the **Shipment** details of each line.

The screenshot displays the iSupplier Portal interface for a purchase order. The top navigation bar includes links for Home, Orders, Shipments, Admin, and Finance. The main content area is divided into several sections:

- General:** Contains order details such as Total (44.78), Supplier (LHITTD), Supplier Site (RH17 SRZ), Order Date (14-Jun-2012 08:37:54), Status (Finally Closed), and Operating Unit (Thurrock OU).
- Terms and Conditions:** Lists Payment Terms (10 Days) and Ship-To Address (Children Education & Families, Civic Offices, New Road, Grays, RH17 6LT).
- Summary:** A table showing financial totals: Total (44.78), Received (44.78), Invoiced (37.32), and Payment Status (Paid).
- Shipment:** A table with columns for Shipment, Ship-To Location, Qty, Amount, Invoiced, Ordered, Invoiced, Promised Date, Need-By Date, Payment Status, Status, Split Reason, Requestor, and Attachments. The first shipment is highlighted with a 'Show' link.

Arrows from the text above point to the 'Show' link in the Shipment section and the 'View Change History' button at the top right.

As you can see from the diagram, the order has been **receipted** in the I-Procurement system and there has been an **invoice** submitted against this PO:

This screenshot is identical to the one above, showing the iSupplier Portal interface for a purchase order. It highlights the 'Show' link in the Shipment section and the 'View Change History' button at the top right, with arrows pointing to them from the text above.

This also tells you the **cost** of this line of the order, the **amount** received and the amount you have **invoiced** for:

The screenshot shows the 'iSupplier Portal: View Order Details' page. The 'Shipments' table at the bottom contains the following data:

Shipment	Ship-To Location	Qty	Ordered	Received	Invoiced	Amount	Invoiced	Promised Date	Need-By Date	Payment Status	Status	Split Reason	Requestor	Attachments
1	Children Education & Families	44.78	44.78	37.32	44.78	44.78	37.32	22-Jun-2012 23:00:00	22-Jun-2012 23:00:00	Paid	Finally Closed			Attachments

Arrows in the original image point to the 'Ordered' (44.78), 'Received' (37.32), and 'Invoiced' (44.78) columns for shipment 1.

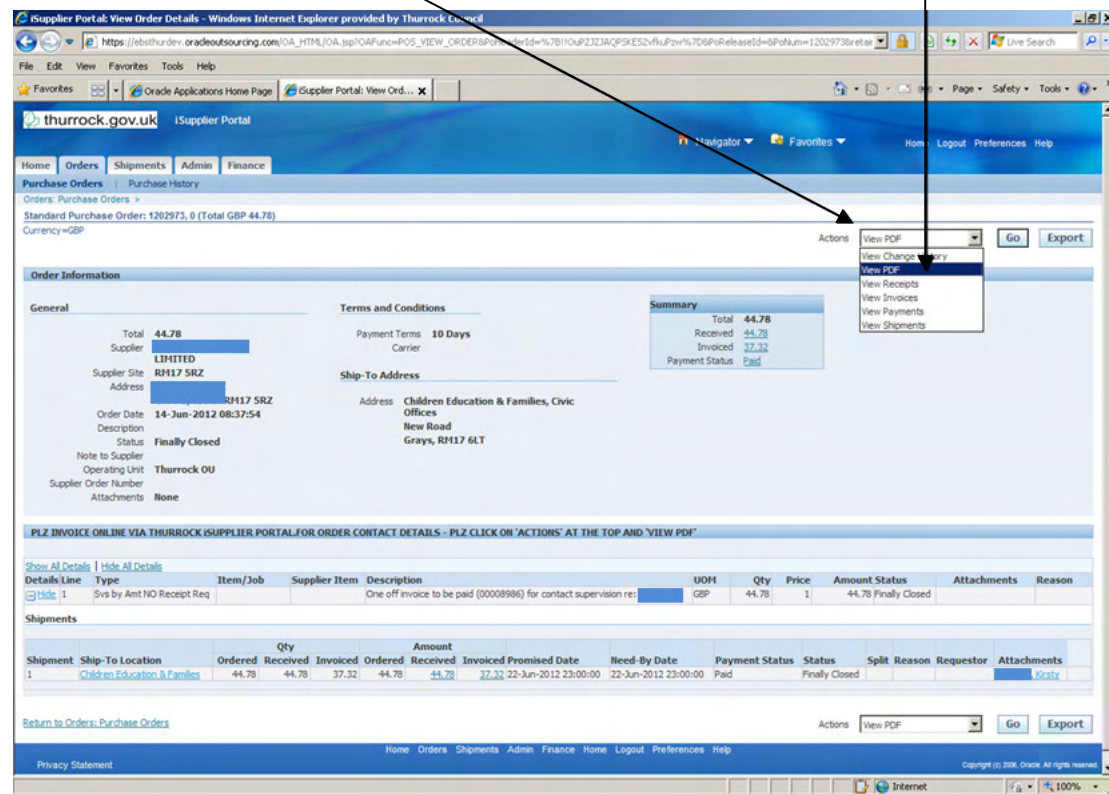
You can also see the **Ship to Location** and the name of the **Requestor** (please note the name of the requestor does not show on the example below as it is only the test system)

The screenshot shows the 'iSupplier Portal: View Order Details' page. The 'Shipments' table at the bottom contains the following data:

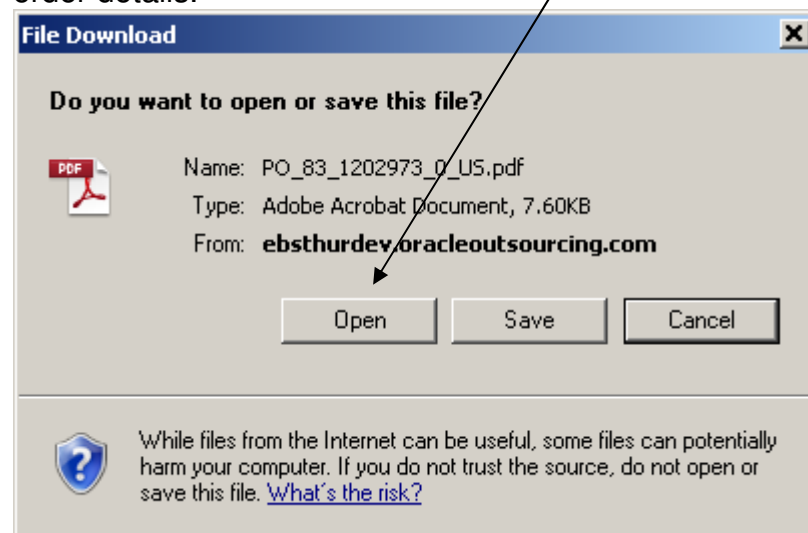
Shipment	Ship-To Location	Qty	Ordered	Received	Invoiced	Amount	Invoiced	Promised Date	Need-By Date	Payment Status	Status	Split Reason	Requestor	Attachments
1	Children Education & Families	44.78	44.78	37.32	44.78	44.78	37.32	22-Jun-2012 23:00:00	22-Jun-2012 23:00:00	Paid	Finally Closed			Attachments

Arrows in the original image point to the 'Ship-To Location' (Children Education & Families) and the 'Requestor' (Grady) fields for shipment 1.

Another way to view the requestor who raised the Purchase Order is by clicking on the **Actions** tab as shown below and selecting **VIEW PDF** from the drop down box.



This will then prompt a file download to pop up in Internet Explorer, Mozilla Firefox and Safari browsers. Simply click open and you can view the Purchase order details.



Supplier Portal: View Order | X

https://ebsthurdev.oracleoutsourcing.com/OA_HTML/OA.jsp?OAFunc=POS_VIEW_ORDER&PcHeaderId=%7B!ttnJnJocRhYP.f-g5oXANg%7D8PoRelease! ☆

thurrock.gov.uk Supplier Portal

Home Orders Shipments Admin Finance

Purchase Orders | Purchase History

Orders: Purchase Orders >

Standard Purchase Order: 1201177_0 (Total GBP 37.32)

Currency=GBP

Actions View PDF Go Export

Order Information

General

Total: 37.32

Supplier: LIMITED

Supplier Site: RM17 SR2

Address: RM17 SR2

Order Date: 04-May-2012 08:39:58

Description: Open

Status: Open

Note to Supplier: Thurrock OU

Operating Unit: Thurrock OU

Supplier Order Number: Attachments: None

Terms and Conditions

Payment Terms: 10 Days

Carrier:

Ship-To Address

Address: Civic Offices
New Road
Grays, RM17 6LS

Summary

Total	37.32
Received	0.00
Invoiced	37.32
Payment Status	Not Paid

PL2 INVOICE ONLINE VIA THURROCK SUPPLIER PORTAL FOR ORDER CONTACT DETAILS - PL2 CLICK ON 'ACTIONS' AT THE TOP AND 'VIEW PDF'

Show All Details Hide All Details

Details	Line Type	Item/Job Item	Supplier	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason
Show	1	Svs by Amt NO Receipt Req		THIS REQ IS TO COVER INVOICE NUMBER 406986 AND IS TO REPLACE po NUMBER 1144116 -	GBP	37.32	1	37.32	Open		

Return to Orders: Purchase Orders

Actions View PDF Go Export

Privacy Statement

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PO_83_1201177_0.pdf

Show all downloads...

PO_03_1202973_0_US(1).pdf - Adobe Reader

File Edit View Window Help

Tools Comment

Page 1 of 1

THURROCK COUNCIL

OFFICIAL ORDER

Order No: 1202973

Supplier/Contractor:

RMI17 5RZ

Invoice To:

Thurrock Council Central Payments,
(2nd Floor)
Civic Offices
New Road
Grays, Essex RM17 6LT

(Please mark invoice f a o contact name shown)

Delivery Address:

Children Education & Families, Civic
Offices
New Road
Grays, Essex RM17 6LT

Delivery Details:

Delivery Date: 23-JUN-2012

Contact Name: Kirsty

Order Ref./Account Number

Order Date: 14-JUN-2012

Tel No/Ext: 01375 652 652

Item Description	Unit of Measure	Number of Units	Unit Price	Amount (GBP)
One off invoice to be paid (00008948) for contact supervision	GBP	44.78	1.00	44.78
4				
			Total	44.78

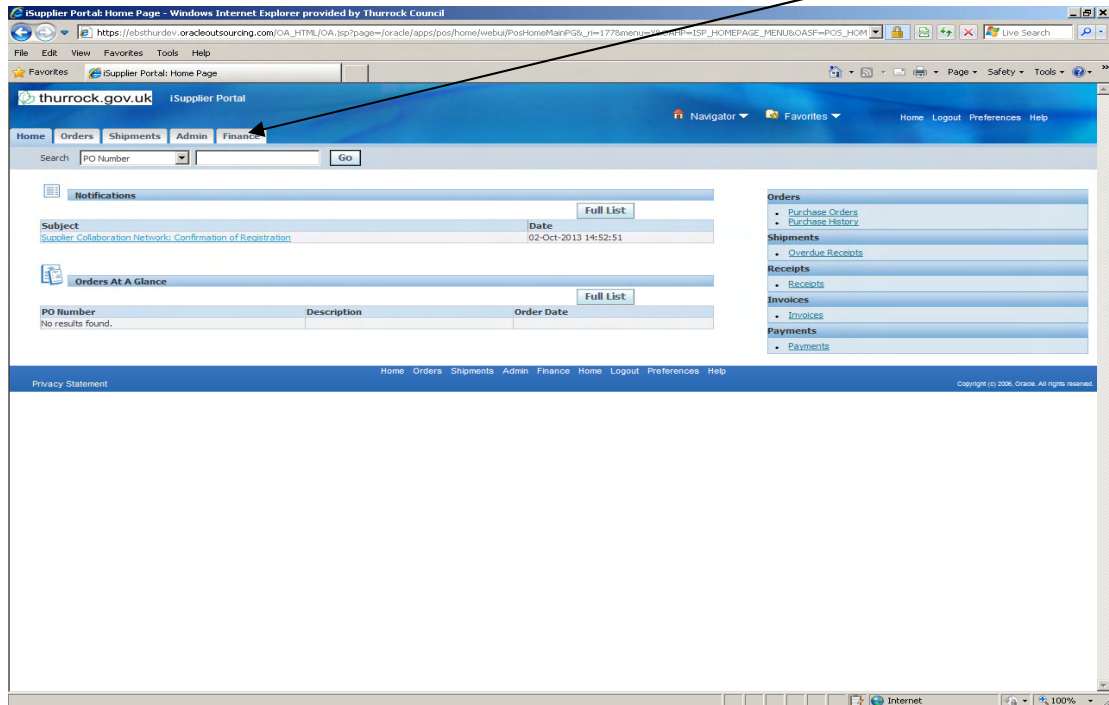
Unless otherwise specifically stated or agreed in writing by both parties, any purchase of Goods/Services will be made in accordance with the Terms and Conditions of Thurrock Borough Council, which can be accessed on our website www.thurrock.gov.uk/business/buyerprofile/content.php?page=05_terms

Notes:

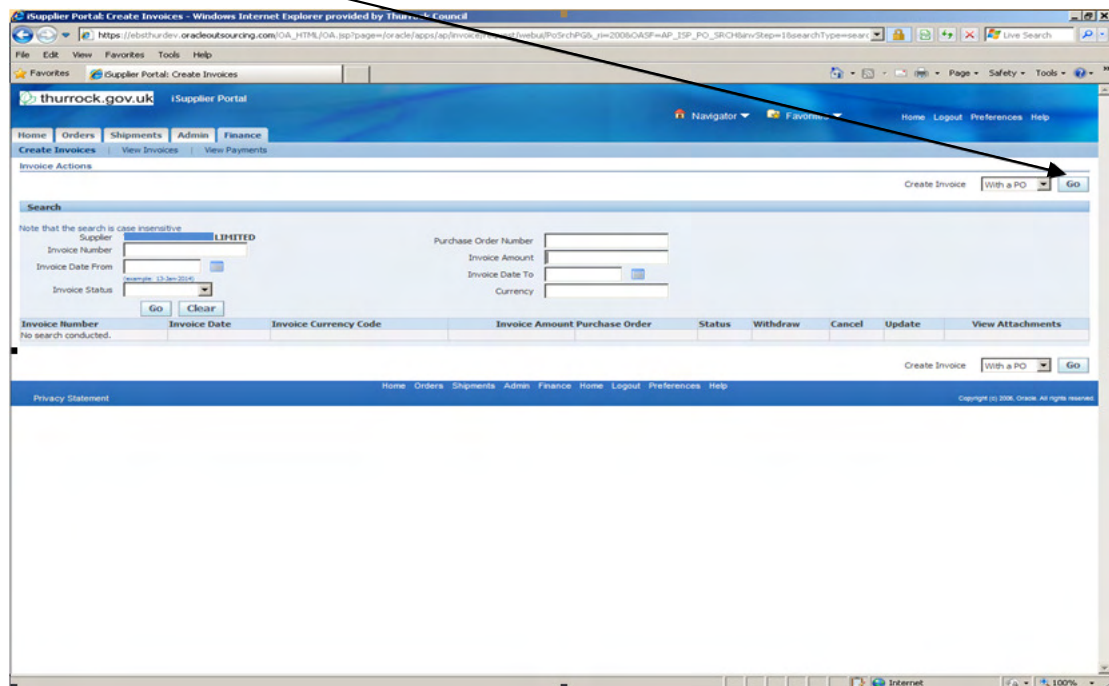
12

How to flip an order/Create an invoice on Oracle I-Supplier

(You need to have the relevant Purchase Order Number to hand at this point)
From the Oracle I-Supplier home page, click on the **Finance** tab:



Click on **GO** next to **Create invoice with a PO**:



Type in the **Purchase Order Number** in the relevant field and click **Go**.

The order will appear under the search fields.

thurrock.gov.uk | Supplier Portal

Home Orders Shipments Admin Finance

Create Invoices View Invoices View Payments

Purchase Orders Details Manage Tax Review and Submit

Create Invoice: Purchase Orders

Search

Note that the search is case insensitive

Purchase Order Number: 1201177

Purchase Order Date: Example: 23-Jan-2016

Buyer:

Organization:

Go Clear

Select Items: Add to Invoice

Select All Select None

Select PO Number	Line	Shipment	Item Description	Supplier Item Number	Ordered	Received	Invoiced	UOM	Price	Unit	Curr Ship To	Organization
1201177	1	1	THIS REQ IS TO COVER INVOICE NUMBER 408986 AND IS TO REPLACE po NUMBER 1144116		37.32	0	37.32	GBP	1		Thurrock Council	Thurrock OU

Privacy Statement

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If there is more than 1 line to the order, they will be listed under each other.

N.B: this screen will only show the 1st 10 lines to the order. If your order has more than 10 lines and you are invoicing for items on both pages you will need to select the items on the 1st page and then click onto the next page and select the items on that page too.

Select the lines you wish to invoice for:

The screenshot shows the 'Supplier Portal: Create Invoices' interface. The 'Search' section contains fields for 'Purchase Order Number' (1201177), 'Purchase Order Date', 'Buyer', and 'Organization'. Below this is the 'Select Items' section with a table of items. The first item is selected, and the 'Add to Invoice' button is highlighted.

Select PO Number	Line	Shipment	Item Description	Supplier Item Number	Ordered	Received	Invoiced	UOM	Price	Unit	Curr Ship To	Organization
1201177	1	1	THIS REQ IS TO COVER INVOICE NUMBER 408986 AND IS TO REPLACE po NUMBER 1144116		37.32	0	37.32	GBP	1		Thurrock Council	Thurrock OU

(Or click **Select All** if relevant to the invoice)

Once you have selected the lines to be invoiced, click **Add to Invoice**:

This screenshot is identical to the one above, showing the 'Supplier Portal: Create Invoices' interface. A black arrow points from the text 'Once you have selected the lines to be invoiced, click Add to Invoice:' to the 'Add to Invoice' button in the 'Select Items' section.

Your items will then show at the bottom of the screen as **Added to Invoice**:

Supplier Portal Create Invoices - Windows Internet Explorer provided by Thurrock Council

https://ebsthurdev.oracleoutsourcing.com/OA_HTML/OA.jsp?page=/foracle/apps/ap/invoice/request/webui/PoSearchPG8_rj=2006/OASF=AP_ISP_PO_SRCH6InvStep=1 SearchType=search

thurrock.gov.uk iSupplier Portal

Home Orders Shipments Admin Finance

Create Invoices View Invoices View Payments

Create Invoice: Purchase Orders

Cancel Step 1 of 4 Next

Search

Note that the search is case insensitive

Purchase Order Number 1201177

Purchase Order Date (example: 20-Jan-2014)

Buyer

Organization

Go Clear

Select Items: Add to Invoice

PO Number	Line	Shipment	Item	Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOH Price	Unit	Curr Ship To	Organization
1201177	1	1		THIS REQ IS TO COVER INVOICE NUMBER 408986			37.32	0	37.32	GBP	1	Thurrock Council	Thurrock OU

Purchase Order Items Added to Invoice

Select Items: Remove from Invoice

PO Number	Line	Shipment	Item	Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOH Price	Unit	Curr Ship To	Organization
1201177	1	1		THIS REQ IS TO COVER INVOICE NUMBER 408986 AND IS TO REPLACE po NUMBER 1144116 -			37.32	0	37.32	GBP	1	Thurrock Council	Thurrock OU

Cancel Step 1 of 4 Next

Privacy Statement

Home Orders Shipments Admin Finance Home Logout Preferences Help

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At this point you can also add another order to the invoice (if you have multiple orders to invoice for). Just repeat the process above and once you have clicked on **Add to Invoice** for the second item, all lines for **both** orders will be shown at the bottom of the screen.

Once you have all of your items added to the invoice, click **next**.

You will now have to populate the Remit to Bank account field as highlighted below.

The screenshot shows the 'iSupplier Portal Create Invoices' page. The 'Supplier' section includes fields for Supplier ID, Tax Payer ID, and Remit To. The 'Remit To' field is highlighted with a magnifying glass icon. The 'Invoice' section includes fields for Invoice Number, Invoice Date, Invoice Type, Currency, and Invoice Description. The 'Customer' section includes fields for Customer Tax Payer ID, Customer Name, and Address. The 'Items' section is a table with columns: PO Number, Line, Shipment, Item Description, Supplier Item Number, Ship To, Available Quantity, Quantity, Unit Price, UOM, and Amount.

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
1229931	1	1		159543	61004975	5		8.7	Box	43.5

To populate the field, click on the magnifying glass to the right of the box, this will bring up a pop up box as shown below.

The screenshot shows the 'Search and Select List of Values' pop-up box. The 'Search' section includes a 'Search By' dropdown menu set to 'Remit To' and a 'Go' button. The 'Results' section is empty, showing a table with columns: Select, Quick Select, Supplier, Remit To, Address, and Organization.

Select	Quick Select	Supplier	Remit To	Address	Organization
	No search conducted.				

Then click on the Go button, this should then bring up from your supplier's bank details. Click the Quick select button if this is correct and this will then automatically populate the field for you.

Now you are ready to create the invoice. Please see below.
Enter your unique **Invoice Number** and check the **Quantity** you are invoicing For is correct:

If you cannot supply the full quantity immediately, amend the **Quantity** field to read the amount you are supplying as we will only pay for what we have received. You can repeat this process and invoice us for the remaining items once they are sent, you will just have to use a different invoice number (putting a letter after the original number is accepted. ie: invoice number for 1st item – DS001, invoice for remaining item – DS001a)

If these fields are correct, click **Next**:

Supplier Portal: Create Invoices - Windows Internet Explorer provided by Thurrock Council

thurrock.gov.uk | Supplier Portal

Home Orders Shipments Admin Finance

Create Invoices View Invoices View Payments

Create Invoice: Details

* Indicates required field

Supplier

* Supplier Tax Payer ID LIMITED

* Remit To RM17 SRZ

Address RH17 SRZ

Remit To Bank Account

Invoice

* Invoice Number DS001

* Invoice Date 13-Jan-2014

Invoice Type Invoice

Currency GBP

Invoice Description

Attachment None Add...

Customer

* Customer Tax Payer ID

Customer Name Thurrock LE

Address Civic Offices Grays RH17 6LS GB

Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOH Amount
1200346	1	1	Contact between the following dad. Invoice number 00008116		Thurrock Council	77.88	1	77.88	77.88

Cancel Back Step 2 of 4 Next

The following screen shows you the **Tax Lines** and calculates the total of the order including tax:

(If you are not tax registered, this should say '0')

Supplier Portal: Create Invoices - Windows Internet Explorer provided by Thurrock Council

thurrock.gov.uk | Supplier Portal

Home Orders Shipments Admin Finance

Create Invoices View Invoices View Payments

Create Invoice: Manage Tax

Supplier

* Supplier Tax Payer ID LIMITED

* Remit To RH17 SRZ

Address RH17 SRZ

Remit To Bank Account 10519308

Unique Remittance Identifier

Remittance Check Digit

Invoice

* Invoice Number DS001

* Invoice Date 13-Jan-2014

Invoice Type Standard

Currency GBP

Invoice Description

Attachment None

Customer

* Customer Tax Payer ID

Customer Name Thurrock LE

Address Thurrock Council Central Payments, (2nd Floor) Civic Offices New Road Grays ES5 RH17 6LT

Summary Tax Lines

Calculate

Summary Tax Line Number	Tax Regime Code	Tax	Tax Status Code	Tax Jurisdiction Code	Tax Rate Code	Tax Rate	Tax Amount	Tax Status
1	UK VAT	UK VAT	STANDARD T/C	UK-VAT JURISDICTION	STANDARD T/C	20	15.58	Active

Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available QTY	Quantity	Unit Price	UOH Amount
1200346	1	1	Contact between the following number 00008116		Thurrock Council	77.88	1	77.88	77.88

Invoice Summary

Item	77.88
Tax	15.58
Recalculate Total	93.46

Cancel Save Back Step 3 of 4 Next Submit

If you should not have tax added to your invoices, you can amend this by Changing the **Tax Rate** field to read '0':

The screenshot shows the 'Create Invoices' page in the Thurrock Council Supplier Portal. The 'Summary Tax Lines' section contains a table with the following data:

Summary Tax Line Number	Tax Regime Code	Tax	Tax Status Code	Tax Jurisdiction Code	Tax Rate Code	Tax Rate	Tax Amount	Line Status
1	UK VAT	UK VAT	STANDARD TC	UK-VAT JURISDICTION	STANDARD TC	0	15.58	Active

Below the table, the 'Items' section shows a single item with a unit price of 77.88. The 'Invoice Summary' at the bottom shows a total of 93.46.

By Clicking on the **Calculate** button, the **Tax Amount** Fields will change:

The screenshot shows the 'Create Invoices' page after clicking the 'Calculate' button. The 'Summary Tax Lines' section now shows a 'Tax Amount' of 0 for the first line. The 'Calculate' button is highlighted with a red box, and the 'Tax Amount' field is also highlighted with a red box.

Summary Tax Line Number	Tax Regime Code	Tax	Tax Status Code	Tax Jurisdiction Code	Tax Rate Code	Tax Rate	Tax Amount	Line Status
1	UK VAT	UK VAT	STANDARD TC	UK-VAT JURISDICTION	STANDARD TC	0	0	Active

The 'Invoice Summary' at the bottom now shows a total of 77.88, reflecting the change in the tax amount.

If you then click on the **Recalculate Total** button at the bottom of the page, the Tax line will read '0.00' (Zero).

The screenshot shows the 'Create Invoice' page in the Thurrock Council Supplier Portal. The page is divided into several sections: Supplier details, Customer details, Summary Tax Lines, and Items. The 'Summary Tax Lines' section shows a single line for UK VAT at a standard rate. The 'Items' section shows a single item with a quantity of 77.88 and a unit price of 1.00. At the bottom right, there is a 'Recalculate Total' button. Arrows point from the text above to this button and the 'Tax' line in the summary.

Summary Tax Line	Number	Tax Regime Code	Tax	Tax Status Code	Tax Jurisdiction Code	Tax Rate Code	Rate	Tax Amount	Line Status
1		UK VAT	UK VAT	STANDARD TC	UK-VAT JURISDICTION	STANDARD TC		0	0 Active

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice UOH	Unit Price Amount
1200346	1	1	Contact between the following number0008135		Thurrock Council	77.88	77.88 GBP	1.00

Items	Tax	Total (GBP)
77.88	0.00	77.88

If all is correct on this screen, click **Submit** and you will see a confirmation Screen that your invoice has been submitted to our payments dept as shown below.

The screenshot shows the 'Confirmation' page in the Thurrock Council Supplier Portal. The page displays a confirmation message that the invoice has been submitted to the Accounts Payable department. It also displays the invoice details, including the supplier and customer information, and a summary of the items. A 'Printable Page' button is visible.

Confirmation
Invoice M5001 was submitted to our Accounts Payable department on 13-Jan-2014. The confirmation number for this invoice is the invoice number. You can query its status by using Search by navigating to the Home page.

Supplier
* Supplier Tax Payer ID
* Remit To Address
* Remit To Bank Account
* Unique Remittance Identifier
* Remittance Check Digit

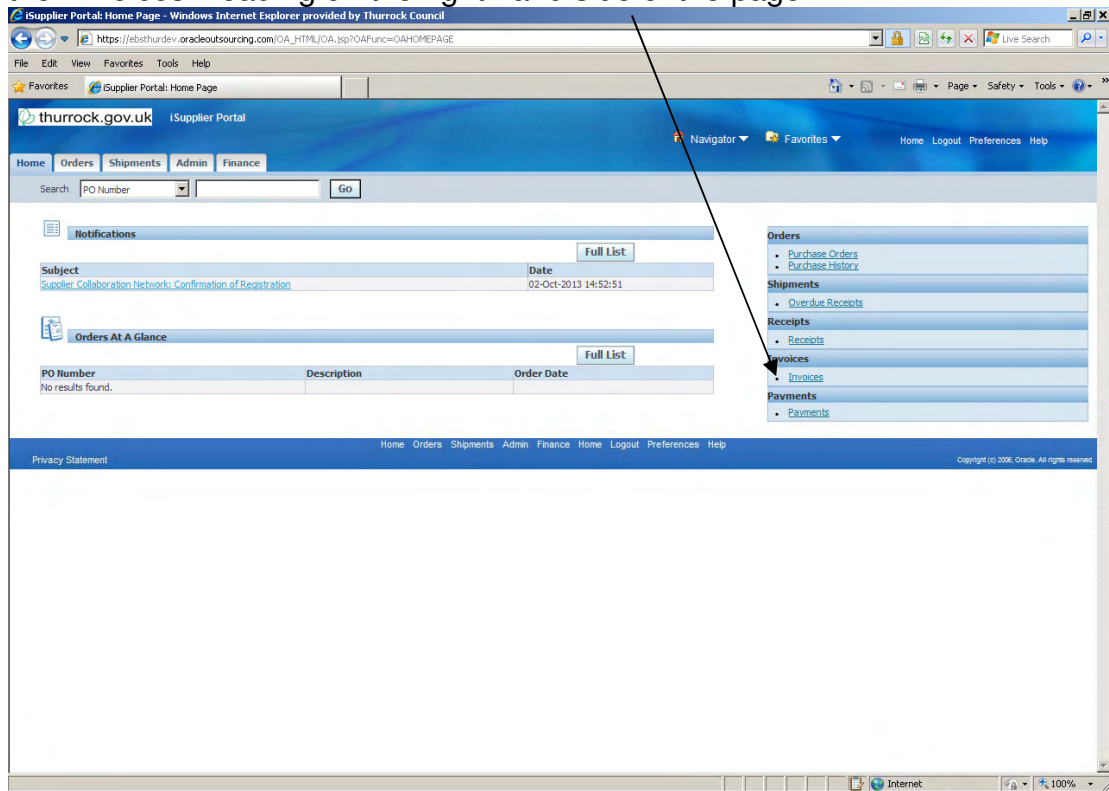
Customer
* Customer Tax Payer ID
* Customer Name
* Address

Items
PO Number Line Shipment Item Description Supplier Item Number Ship To Available Qty Quantity To Invoice UOH Unit Price Amount
1200346 1 1 Contact between the following number0008135 Invoice Thurrock Council 77.88 77.88 GBP 1.00 77.88

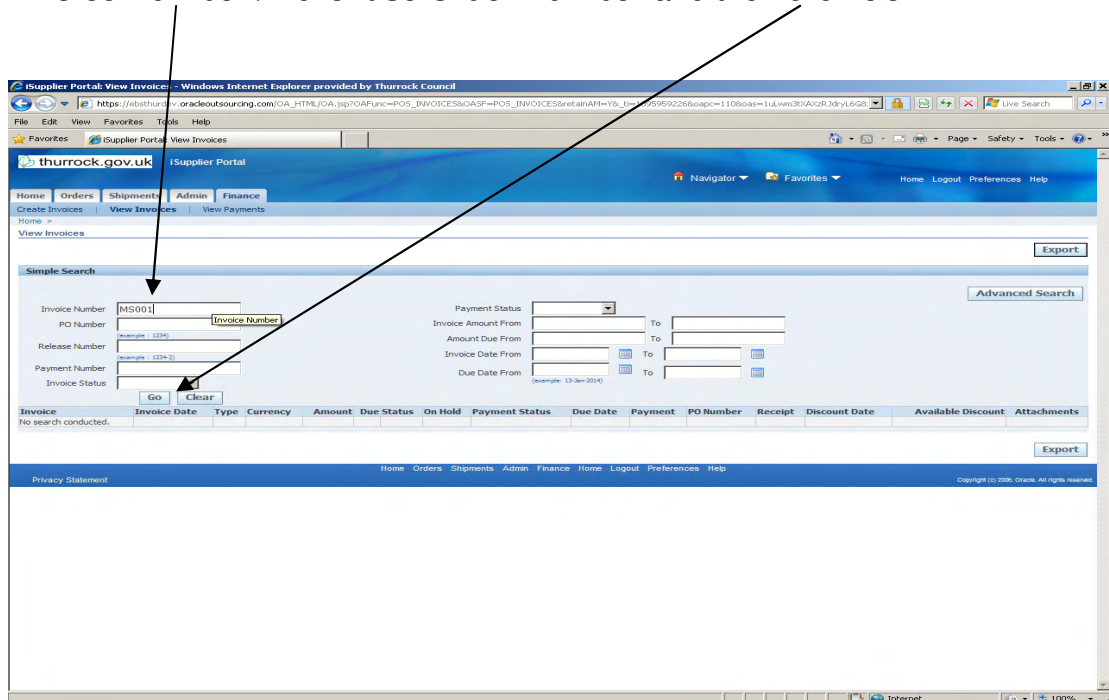
Invoice Summary
Items 77.88
Less Retention 0.00
Tax 15.58
Subtotal 93.46
Less Advances and Financing 0.00
Total (GBP) 93.46

How to view an invoice on Oracle I-Supplier

From the **Oracle I-Supplier Portal Home Page** click on **Invoices** under the 'Invoices' heading on the right hand side of the page:



Type in the relevant search field the information you have available ie: **Invoice Number / Purchase Order Number** and then click **Go**:



The invoice details will be displayed:

The screenshot shows the 'iSupplier Portal View Invoices' page. At the top, there's a navigation bar with 'Home', 'Orders', 'Shipments', 'Admin', and 'Finance'. Below this, there's a 'View Invoices' section with a 'Simple Search' form. The form includes fields for 'Invoice Number' (MS001), 'PO Number', 'Release Number', 'Payment Number', and 'Invoice Status'. There are also fields for 'Payment Status', 'Invoice Amount From', 'Amount Due From', 'Invoice Date From', and 'Due Date From'. A 'Go' button is at the bottom of the search form. Below the search form, there's a table of invoices. The first row is highlighted in blue and contains the following data:

Invoice	Invoice Date	Type	Currency	Amount	Due Status	On Hold	Payment Status	Due Date	Payment	PO Number	Receipt	Discount Date	Available Discount	Attachments
MS001	13-Jan-2014	Standard	GBP	93.46	93.46 In-Process		Not Paid	23-JAN-2014 00:00:00		1200346				

Click on the **Invoice Number**:

This screenshot is identical to the one above, but with a black arrow pointing from the text 'Click on the Invoice Number:' to the 'Invoice Number' input field in the 'Simple Search' form, which contains the value 'MS001'.

The next screen will default to the **Scheduled Payments** screen. This tells you the **date** your invoice is due to be paid, the **amount** of the payment and the **Status** of the payment:

Supplier Portal Invoice Details - Windows Internet Explorer provided by Thurrock Council

thurrock.gov.uk iSupplier Portal

Home Orders Shipments Admin Finance

Create Invoices View Invoices View Payments

Home > View Invoices >

Standard Invoice: M5001 (Total GBP 93.46)

Currency=GBP

General

Invoice Date: 13-Jan-2014
 Status: In-Process
 On Hold:
 Batch:
 Attachments: None
 Supplier: RM117 Ltd
 Supplier Site:
 Address:

Amount Summary

Item	Amount
Item	77.88
Freight	0.00
Miscellaneous	0.00
Tax	15.58
Prepayment	0.00
Retention	0.00
Withholding Tax	0.00
Total	93.46

Payment Information

Paid: 0.00
 Discount Taken: 0.00
 Due: 93.46
 Status: Not Paid
 Payment Date:
 Payment Term: 10 Days

Scheduled Payments

Due Date	Amount	Remaining Amount	Status	Method
23-Jan-2014	93.46	93.46	Not Paid	Electronic

Return to View Invoices

Privacy Statement

Home Orders Shipments Admin Finance Home Logout Preferences

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Invoice Lines – shows you exactly that and if you're **Status** says 'On Hold', clicking on **Hold Reasons** will tell you why.

The screenshot shows the 'Supplier Portal: Invoice Details' page. The 'General' section indicates the invoice date is 13-Jan-2014 and the status is 'On Hold'. The 'Amount Summary' shows a total of 93.46. The 'Payment Information' section shows the payment status as 'Not Paid'. The 'Invoice Lines' section is highlighted with a red box, and the 'Hold Reasons' link is also highlighted. Arrows point from the text above to these elements.

Line	Type	Description	Qty UOH	Price	Tax Included	Amount	Retainage/Status	PO Number	PO Line	PO Shipment	Buyer	Receipt
1	Item	Item	77.88	GBP	1.00	77.88	0.00 Approved	1201275	1	1		
2	Tax	UK VAT - UK VAT				15.58	0.00					

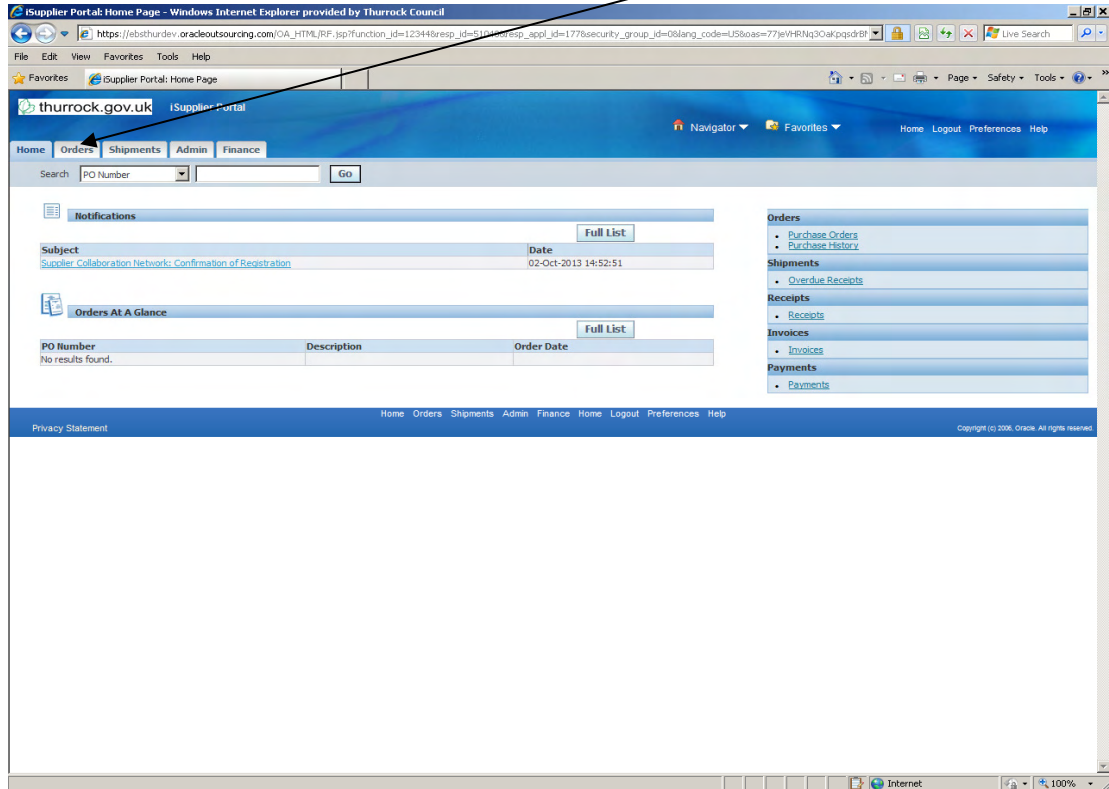
Below is an example of an order that will currently not be paid. The order has been **invoiced** but currently, that invoice will not be paid as the items have not been **received**.

The screenshot shows the 'Supplier Portal: View Order Details' page. The 'Order Information' section indicates the order date is 04-May-2012 08:39:58 and the status is 'Open'. The 'Summary' section shows the total amount as 37.32. The 'Shipments' section is highlighted with a red box, and the 'View Change History' link is also highlighted. An arrow points from the text above to the 'Shipments' section.

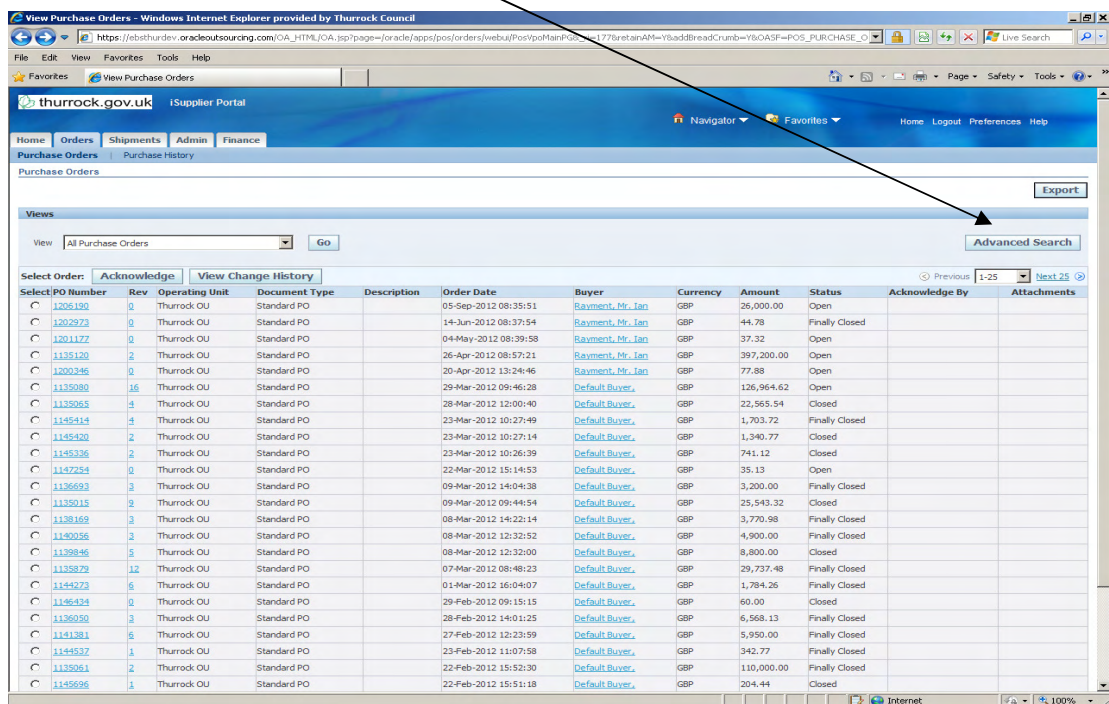
Shipment	Ship-To Location	Ordered	Received	Invoiced	Ordered	Received	Invoiced	Promised Date	Need-By Date	Payment Status	Status	Split	Reason	Requestor	Attachments
1	Thurrock Council	37.32		37.32	37.32		37.32	13-May-2012 23:00:00	13-May-2012 23:00:00	Not Paid	Open				

To See if an order has been receipted on Oracle I-Supplier

From the **Self Service I-Supplier Portal Home Page**, click on the **Orders** tab:



Click **Advanced Search**:



Type the relevant **Purchase Order Number** into the search field and click **GO**:

The screenshot shows the 'View Purchase Orders' page in the Thurrock Council iSupplier Portal. The 'Advanced Search' section is active, with the 'PO Number' field set to '1201177'. The 'Go' button is highlighted. Below the search fields, a table displays the search results.

Select PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
1201177	2	Thurrock OU	Standard PO		04-May-2012 08:39:58	Buyer	GBP	37.32	Open		

Click on the **Purchase Order Number**:

This screenshot is identical to the one above, showing the 'View Purchase Orders' page with the 'PO Number' field set to '1201177' and the 'Go' button highlighted. The table below shows the search results for this PO number.

Select PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
1201177	2	Thurrock OU	Standard PO		04-May-2012 08:39:58	Buyer	GBP	37.32	Open		

Click on **Show** at the beginning of each line.....

Supplier Portal View Order Details - Windows Internet Explorer provided by Thurrock Council

https://ebsthurrocktradeoutsourcing.com/OA_HTML/OA.jsp?OAFunc=POS_VIEW_ORDER&POHeaderId=%7B13yE5c8gE45Zw9PQqB6A%7D&POReleaseId=6P04um=1201177&retan...

thurrock.gov.uk Supplier Portal

Home Orders Shipments Admin Finance

Purchase Orders Purchase History

Orders: Purchase Orders >

Standard Purchase Order: 1201177, 0 (Total GBP 37.32)

Currency=GBP

Actions View Change History Go Export

Order Information

General

Total 37.32

Supplier LIMITED

Supplier Site RH17 5RZ

Address [Redacted]

Order Date 04-May-2012 08:39:58

Description Open

Status Open

Note to Supplier

Operating Unit Thurrock OU

Supplier Order Number

Attachments None

Terms and Conditions

Payment Terms 10 Days

Carrier

Ship-To Address

Address Civic Offices
New Road
Grays, RH17 6LS

Summary

Total 37.32

Received 0.00

Invoiced 37.32

Payment Status Not Paid

PLZ INVOICE ONLINE VIA THURROCK SUPPLIER PORTAL FOR ORDER CONTACT DETAILS - PLZ CLICK ON 'ACTIONS' AT THE TOP AND 'VIEW PDF'

Show All Details Hide All Details

Details	Line Type	Item/Job Item	Supplier	Description	UOH	Qty	Price	Amount	Status	Attachments	Reason
1	Sys by Amt NO Receipt Req			THIS REQ IS TO COVER INVOICE NUMBER 408986 AND IS TO REPLACE po NUMBER 1144116	GBP	37.32	1	37.32	Open		

Return to Orders: Purchase Orders

Actions View Change History Go Export

Privacy Statement

Home Orders Shipments Admin Finance Home Logout Preferences Help

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.....and the full details will be displayed as shown below.

Supplier Portal View Order Details - Windows Internet Explorer provided by Thurrock Council

https://ebsthurrocktradeoutsourcing.com/OA_HTML/OA.jsp?OAFunc=POS_VIEW_ORDER&POHeaderId=%7B13yE5c8gE45Zw9PQqB6A%7D&POReleaseId=6P04um=1201177&retan...

thurrock.gov.uk Supplier Portal

Home Orders Shipments Admin Finance

Purchase Orders Purchase History

Orders: Purchase Orders >

Standard Purchase Order: 1201177, 0 (Total GBP 37.32)

Currency=GBP

Actions View Change History Go Export

Order Information

General

Total 37.32

Supplier LIMITED

Supplier Site RH17 5RZ

Address [Redacted]

Order Date 04-May-2012 08:39:58

Description Open

Status Open

Note to Supplier

Operating Unit Thurrock OU

Supplier Order Number

Attachments None

Terms and Conditions

Payment Terms 10 Days

Carrier

Ship-To Address

Address Civic Offices
New Road
Grays, RH17 6LS

Summary

Total 37.32

Received 0.00

Invoiced 37.32

Payment Status Not Paid

PLZ INVOICE ONLINE VIA THURROCK SUPPLIER PORTAL FOR ORDER CONTACT DETAILS - PLZ CLICK ON 'ACTIONS' AT THE TOP AND 'VIEW PDF'

Show All Details Hide All Details

Details	Line Type	Item/Job Item	Supplier	Description	UOH	Qty	Price	Amount	Status	Attachments	Reason
1	Sys by Amt NO Receipt Req			THIS REQ IS TO COVER INVOICE NUMBER 408986 AND IS TO REPLACE po NUMBER 1144116	GBP	37.32	1	37.32	Open		

Return to Orders: Purchase Orders

Actions View Change History Go Export

Privacy Statement

Home Orders Shipments Admin Finance Home Logout Preferences Help

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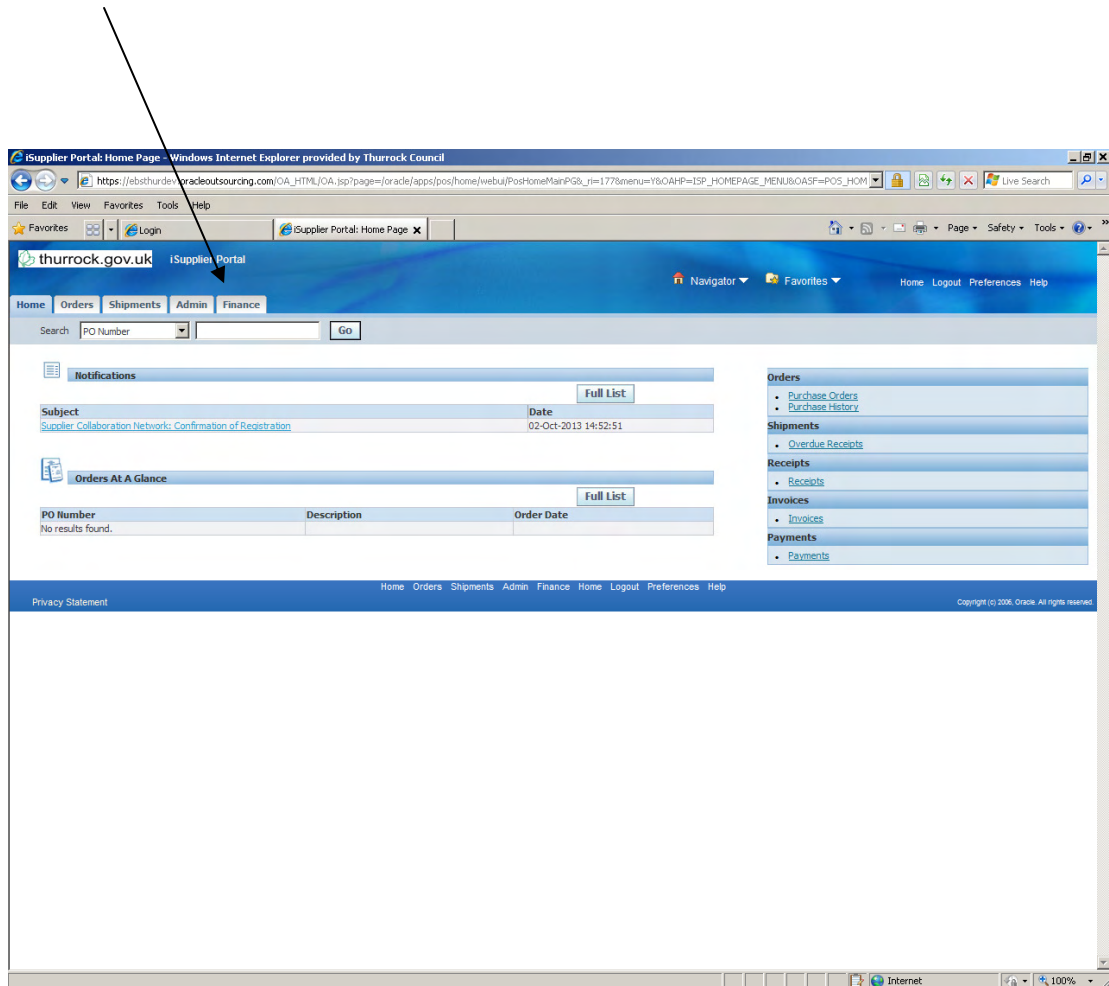
You will be able to see from here the quantity **ordered**, the quantity **received**, the quantity **invoiced** for.....

The screenshot displays the Thurrock Council iSupplier Portal interface. The main content area shows details for a purchase order. The 'Order Information' section includes a 'General' tab with fields for Total (37.32), Supplier (LHITEL), Supplier Site (RH117 6LS), Order Date (04-May-2012 08:39:58), and Status (Open). The 'Summary' section shows Total (37.32), Received (0.00), Invoiced (37.32), and Payment Status (Not Paid). The 'Shipments' table at the bottom has columns for Shipment, Ship-To Location, Ordered, Received, Invoiced, Amount, Invoiced, Promised Date, Need-By Date, Payment Status, Status, Split, Reason, Requestor, and Attachments. Arrows point to the 'Ordered', 'Received', and 'Invoiced' columns in the Shipments table.

Shipment	Ship-To Location	Ordered	Received	Invoiced	Amount	Invoiced	Promised Date	Need-By Date	Payment Status	Status	Split	Reason	Requestor	Attachments
1	Thurrock Council	37.32	37.32	37.32	37.32	37.32	13-May-2012 23:00:00	13-May-2012 23:00:00	Not Paid	Open				

Creating a credit memo on Oracle I-Supplier

(You need to have the relevant Purchase Order Number to hand at this point)
From the Oracle I-Supplier home page, click on the **Finance** tab:



Click on **Go** next to **Create Invoice with a PO**:

The screenshot shows the 'iSupplier Portal: Create Invoices' page in a Windows Internet Explorer browser. The page has a blue header with the 'thurrock.gov.uk' logo and navigation tabs for 'Home', 'Orders', 'Shipments', 'Admin', and 'Finance'. Below the header, there are links for 'Create Invoices', 'View Invoices', and 'View Payments'. The main content area is titled 'Invoice Actions' and contains a search form. The search form has fields for 'Supplier' (set to 'LIMITED'), 'Invoice Number', 'Invoice Date From', 'Invoice Date To', 'Purchase Order Number', 'Invoice Amount', 'Invoice Date To', and 'Currency'. There are 'Go' and 'Clear' buttons. Below the search form is a table with columns: 'Invoice Number', 'Invoice Date', 'Invoice Currency Code', 'Invoice Amount', 'Purchase Order', 'Status', 'Withdraw', 'Cancel', 'Update', and 'View Attachments'. The table shows 'No search conducted.' at the bottom. At the bottom of the page, there is a 'Privacy Statement' link and a copyright notice: 'Copyright (c) 2006, Oracle. All rights reserved.'

Type in the **Purchase Order Number** in the relevant field and click **Go**.

The screenshot shows the 'iSupplier Portal: Create Invoices' page with the 'Purchase Orders' tab selected. The page has a blue header with the 'thurrock.gov.uk' logo and navigation tabs for 'Home', 'Orders', 'Shipments', 'Admin', and 'Finance'. Below the header, there are links for 'Create Invoices', 'View Invoices', and 'View Payments'. The main content area is titled 'Create Invoice: Purchase Orders' and contains a search form. The search form has fields for 'Purchase Order Number' (set to '1200346'), 'Purchase Order Date', 'Buyer', and 'Organization'. There are 'Go' and 'Clear' buttons. Below the search form is a table with columns: 'Select PO Number', 'Line', 'Shipment', 'Item Description', 'Supplier Item Number', 'Ordered', 'Received', 'Invoiced', 'UOH', 'Unit Price', 'Curr', 'Ship To', and 'Organization'. The table shows 'No results found.' at the bottom. At the bottom of the page, there is a 'Privacy Statement' link and a copyright notice: 'Copyright (c) 2006, Oracle. All rights reserved.'

The order will appear under the search fields:

Supplier Portal: Create Invoices - Windows Internet Explorer provided by Thurrock Council

https://ebsthurdev.oradeoutsourcing.com/OA_HTML/OA.jsp?page=/oracle/apps/ap/invoice/request/webui/PoOrdPG0_yw2009OASF=AP_TSP_PO_SRChItemStep=1&searchType=search

thurrock.gov.uk | Supplier Portal

Home Orders Shipments Admin Finance

Create Invoices View Invoices View Payments

Create Invoice: Purchase Orders

Search

Note that the search is case insensitive

Purchase Order Number: 1200346

Purchase Order Date: 14-Jan-2014

Buyer: [empty]

Organization: [empty]

Go Clear

Select Items: Add to Invoice

Select	PO	Line	Shipment	Item	Description	Supplier Item Number	Ordered	Received	Invoiced	UOM	Price	Unit	Curr	Ship To	Organization
☐	1200346	1	1		Contact between the following Pring family members...		77.88	77.88	77.88	GBP	1		GBP	Thurrock Council	Thurrock OU

Search Results: Purchase Order

Privacy Statement

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If there is more than 1 line to the order, they will be listed under each other.

N.B: this screen will only show the first 10 lines to the order. If your order has more than 10 lines and you are invoicing for items on both pages you will need to select the items on the first page and then click onto the next page and select the items on that page too.

******* 'Select All' DOES NOT add all items on the order to the invoice – it ONLY adds the items on the page you are looking at *******

Select the lines you wish to issue a credit for:

thurrock.gov.uk iSupplier Portal

Home Orders Shipments Admin Finance

Create Invoices View Invoices View Payments

Create Invoice: Purchase Orders

Cancel Step 1 of 4 Next

Search

Note that the search is case insensitive

Purchase Order Number: 1200346

Purchase Order Date: [Date Picker]

Buyer: [Text Field]

Organization: [Text Field]

Go Clear

Select Items Add to Invoice

Select All Select None

Select	Number	Line	Shipment	Item Description	Supplier Item Number	Ordered	Received	Invoiced	UOH Price	Unit	Curr Ship To	Organization
☒	1200346	1		Contact between the following Invoice number0008195		77.88	77.88	77.88	GBP	1	Thurrock Council	Thurrock OU

Cancel Step 1 of 4 Next

Privacy Statement

Home Orders Shipments Admin Finance Home Logout Preferences Help

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(Or click **Select All** if relevant to the credit note)

Once you have selected the lines to be credited, click **Add to invoice**:

Supplier Portal: Create Invoices - Windows Internet Explorer provided by Thurrock Council

thurrock.gov.uk | Supplier Portal

Home Orders Shipments Admin Finance Home Logout Preferences Help

Create Invoices View Invoices View Payments

Create Invoice: Purchase Orders

Search

Note that the search is case insensitive

Purchase Order Number: 1200346

Purchase Order Date: [Date Picker]

Buyer: [Text Field]

Organization: [Text Field]

Go Clear

Select Items: **Add to Invoice**

Select All Select None

Select Number	Line	Shipment	Item Description	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization
☒	1200346	1	1	Contact between the following Invoice number 00008116								

Search Results: Purchase Order

Cancel Step 1 of 4 Next

Your items will then show at the bottom of the screen as **Added to Invoice**:
Then Click Next

Supplier Portal: Create Invoices - Windows Internet Explorer provided by Thurrock Council

thurrock.gov.uk | Supplier Portal

Home Orders Shipments Admin Finance Home Logout Preferences Help

Create Invoices View Invoices View Payments

Create Invoice: Purchase Orders

Search

Note that the search is case insensitive

Purchase Order Number: 1200346

Purchase Order Date: [Date Picker]

Buyer: [Text Field]

Organization: [Text Field]

Go Clear

Select Items: **Add to Invoice**

Select All Select None

Select Number	Line	Shipment	Item Description	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization
☒	1200346	1	1	Contact between the following Invoice number 00008116								

Purchase Order Items Added to Invoice Table

Select Items: **Remove from Invoice**

Select All Select None

Select Number	Line	Shipment	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization
☐	1200346	1	1	Contact between the following Invoice number 00008116									

Cancel Step 1 of 4 **Next**

Enter your unique **Credit Note Number** and enter the **Quantity** you are crediting / refunding for: (be sure to put a minus (-) sign in front of the amount)

The screenshot shows the 'Create Invoices' page in the Thurrock Council Supplier Portal. The 'Invoice' section is active, showing fields for Invoice Number (05010cr), Invoice Date (14-Jan-2014), Invoice Type (Credit Memo), Currency (GBP), and Invoice Description. The 'Items' table below has one row with PO Number 1200346, Line 1, and Item Description 'Contact between the following'. The 'Quantity' field in this row contains a minus sign (-1). The 'Unit Price' is 1 and the 'UoM Amount' is -1. The 'Supplier' section shows 'Supplier' as LIMITED, 'Tax Payer ID' as RM17 SRZ, and 'Remit To' as RM17 SRZ. The 'Customer' section shows 'Customer Tax Payer ID' as SYS11976, 'Customer Name' as Thurrock LE, and 'Address' as Civic Offices Grays RM17 6LS GB.

Change **Invoice Type** from 'invoice' to **Credit Memo**:

This screenshot is identical to the one above, but with an arrow pointing to the 'Invoice Type' dropdown menu, which is currently set to 'Credit Memo'. The 'Quantity' field in the 'Items' table still contains a minus sign (-1).

If these fields are correct, click **Next**:

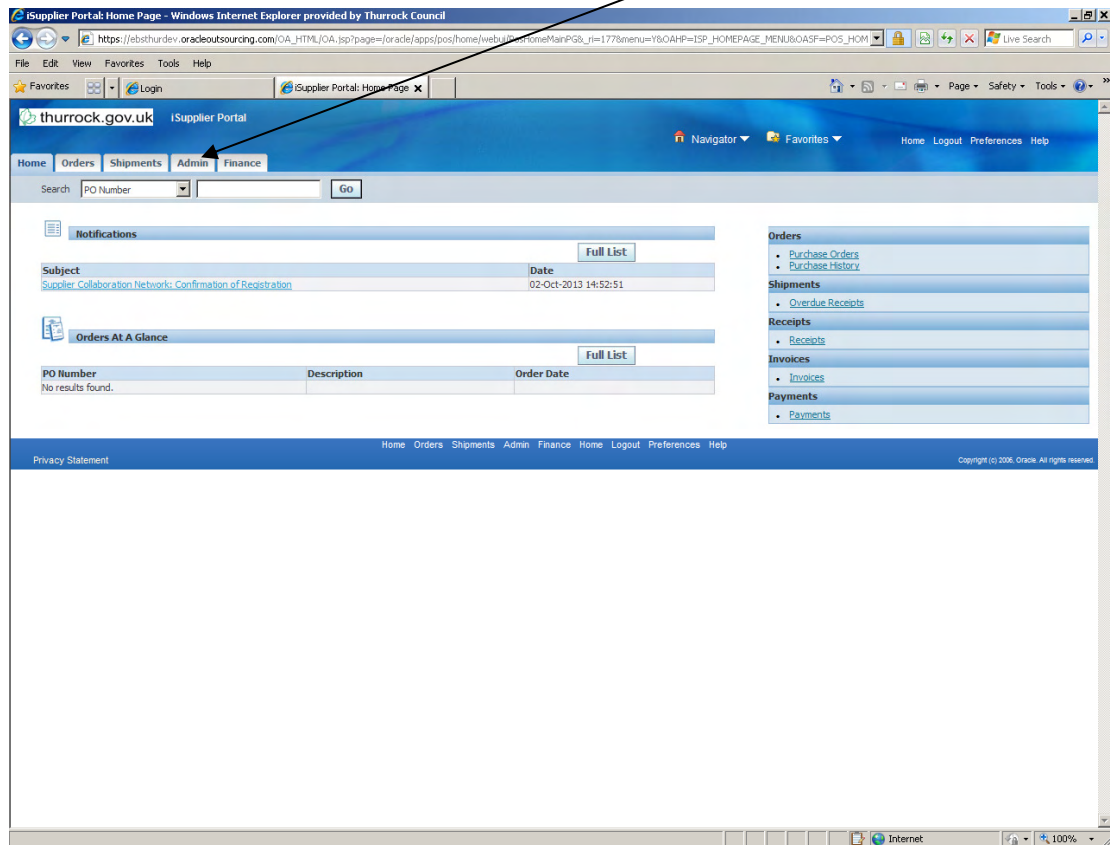
The following screen shows you the **Tax Lines** and calculates the total of the refund (including tax):

If all is correct, click **Submit** and you will see a confirmation screen that your **Credit memo** has been submitted.

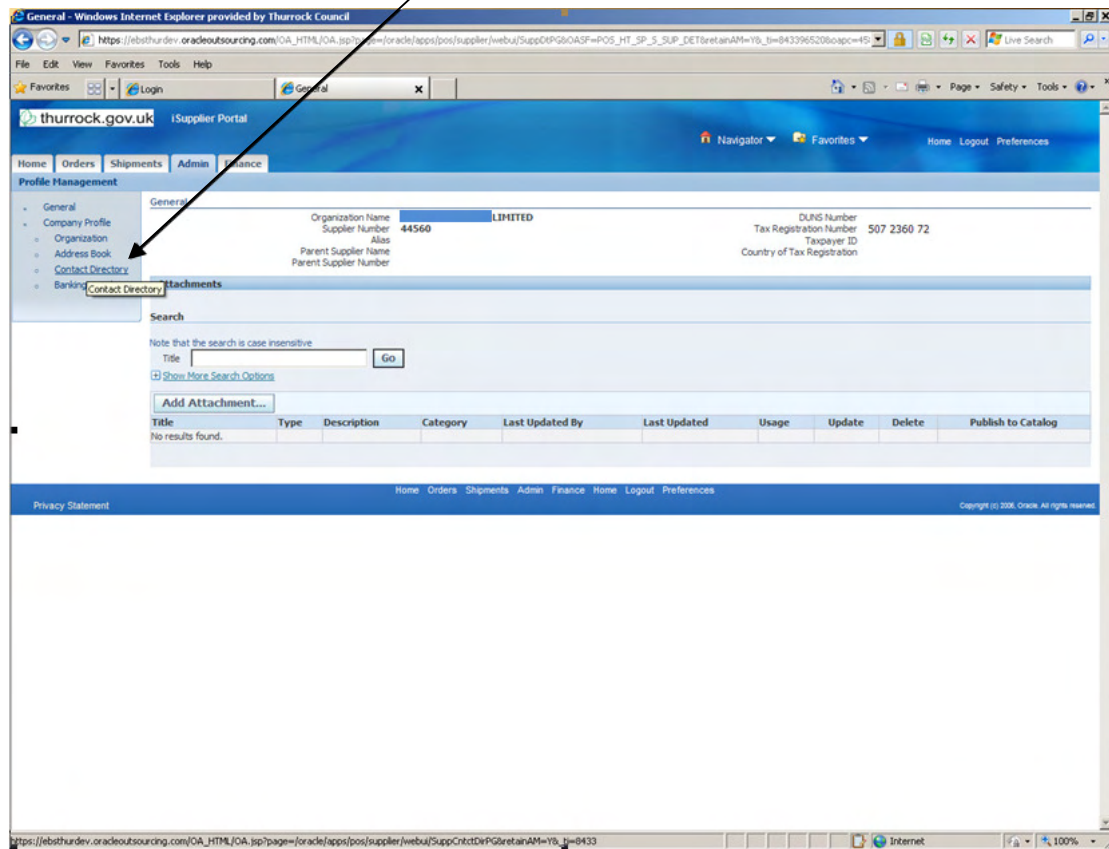
Creating a new user on Oracle I-Supplier

Creating a new user / contact can ONLY be done by the person who has **TC I-Supplier Portal Full Access Responsibility**. (The Primary contact)

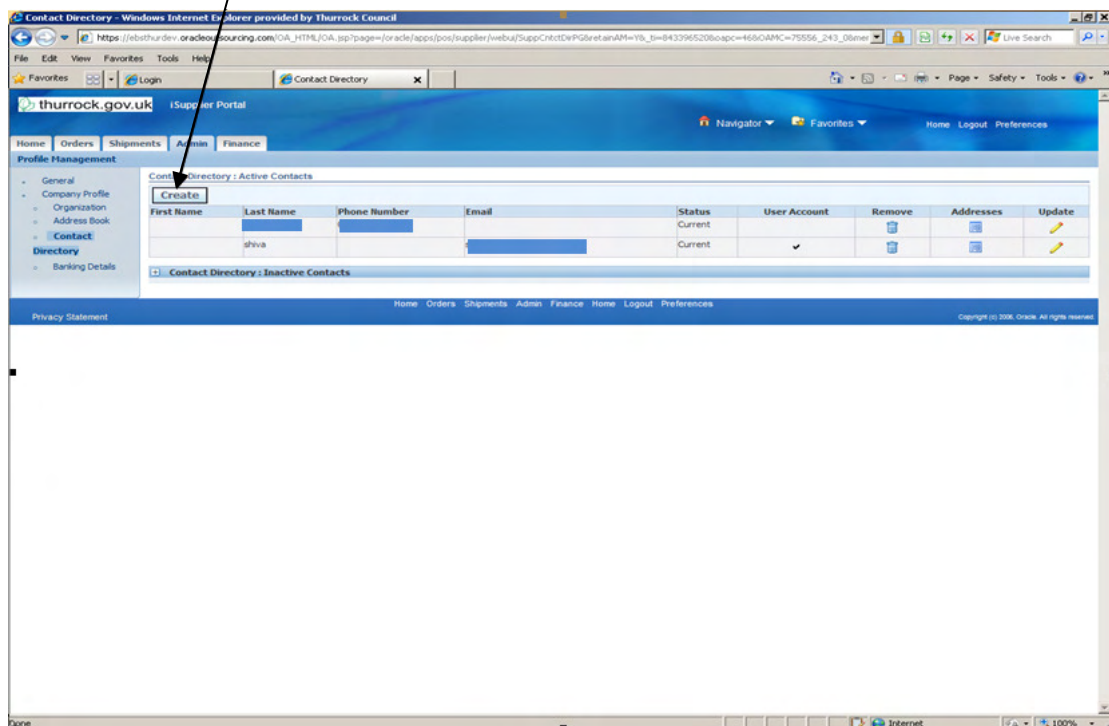
From the Oracle I-Supplier home page, click on the **ADMIN** tab:



Click on the **CONTACT DIRECTORY**:



Click on **CREATE**:



Enter the relevant details of the user you are setting up: (The key information to provide when setting up the user is their name and contact email)

The screenshot shows a web browser window titled 'Add/Update Contact - Windows Internet Explorer provided by Thurrock Council'. The address bar shows a URL from 'ebsthurdev.oracleoutsourcing.com'. The page header includes the Thurrock Council logo and 'iSupplier Portal'. The main content area is titled 'Create Contact' and contains a form with the following fields:

Contact Title	Mr.	Phone Area Code	
First Name	Joe	Phone Number	
Middle Name		Phone Extension	
* Last Name	Bloggs	Alternate Phone Area Code	
Alternate Name		Alternate Phone Number	
Job Title	Finance officer	Fax Area Code	
Department	Finance	Fax Number	
Contact Email	jbloggs@hotmail.com		
Url			

At the bottom right of the form, there are 'Cancel' and 'Save' buttons. A black arrow points from the text 'And now click **SAVE**.' to the 'Save' button.

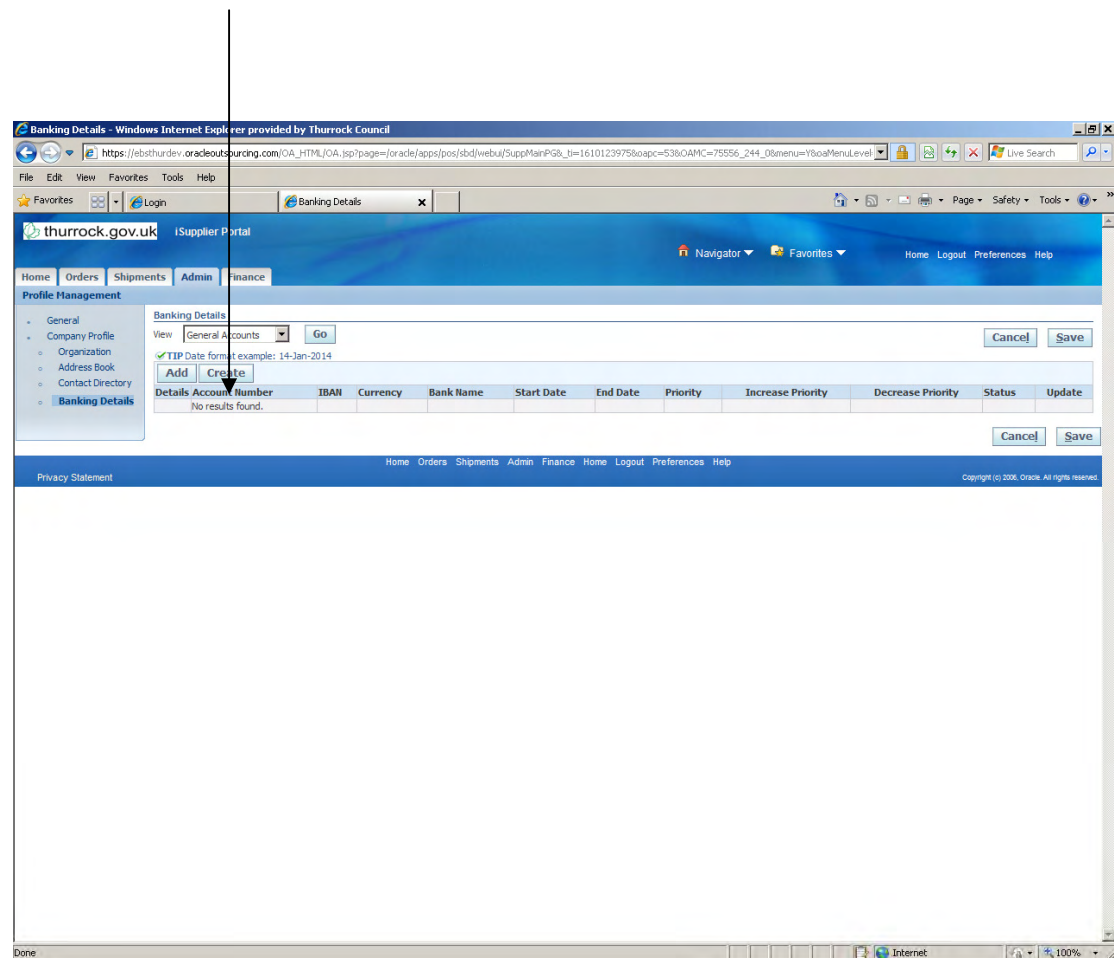
And now click **SAVE**.

A notification has now been sent to Thurrock Council asking them to approve your request and create an account for the new user.

How to Amend Your Bank Details

You will only be able to amend your banking details providing you are the **PRIMARY** contact who has **TC I-Supplier Full Access Responsibility**.

From your home page click on the **ADMIN** tab at the top of the screen on the right hand side and then select '**BANKING DETAILS**' and then select the **CREATE** button.

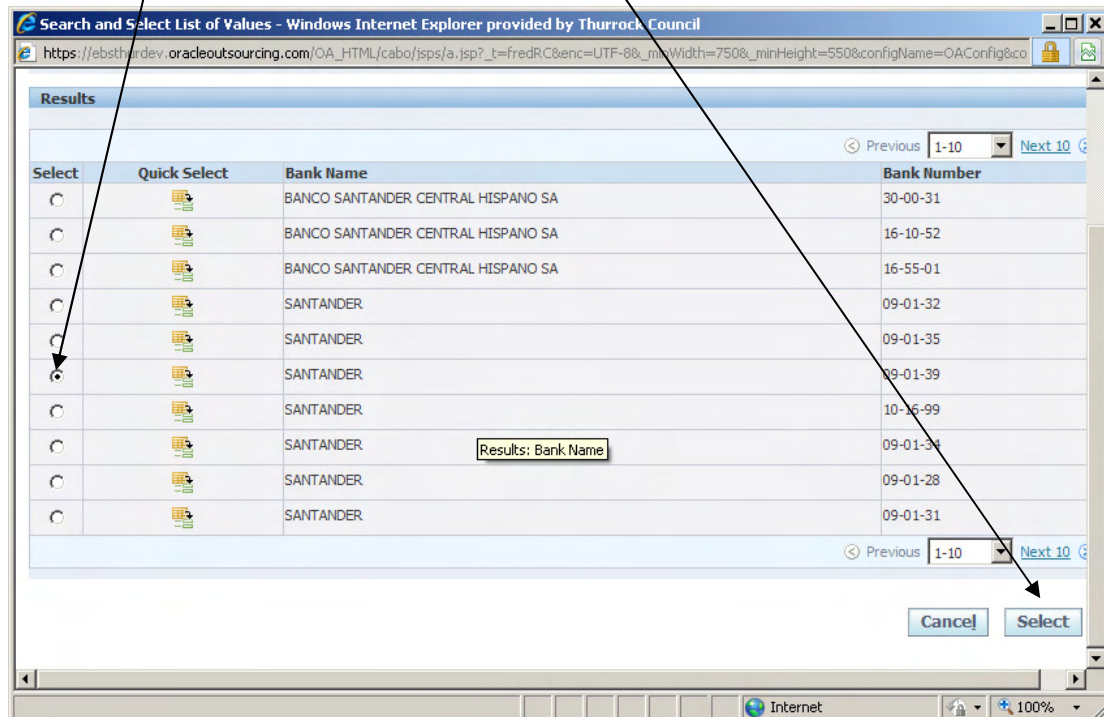


Make sure you select the **EXISTING BANK** and **EXISTING BRANCH**.

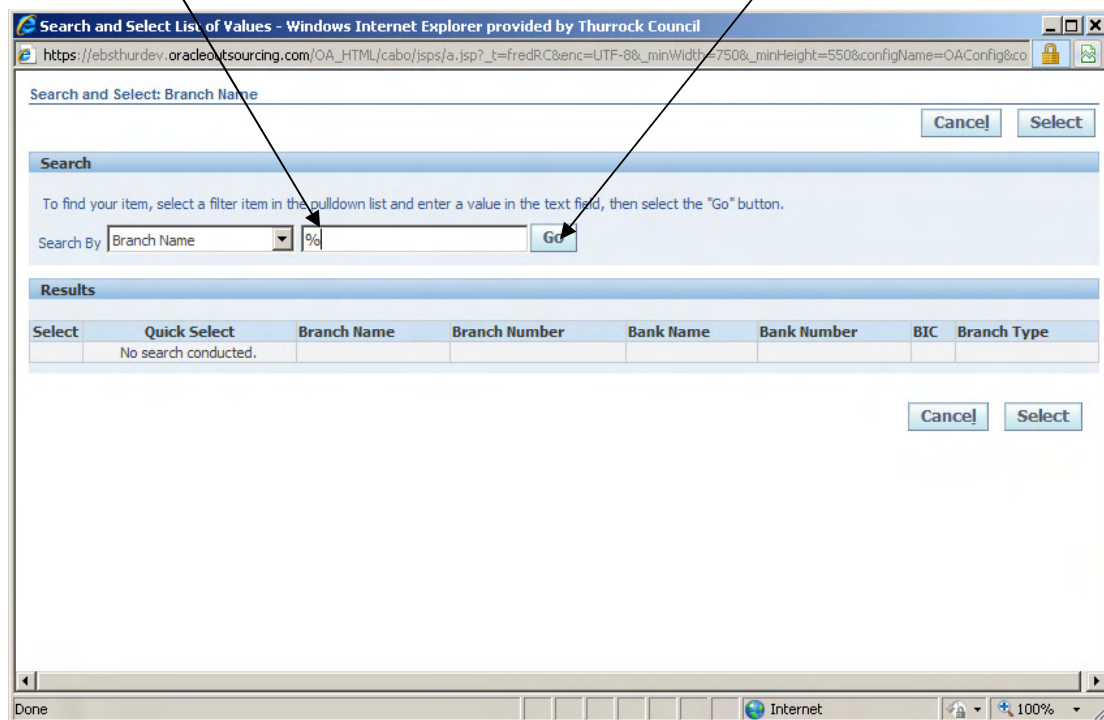
Click on the magnify glass next to the '**BANK NAME**' field and the type in % and then the name of your bank. For example %Santander and then click **GO**.

Select	Quick Select	Bank Name	Bank Number
☐		BANCO SANTANDER CENTRAL HISPANO SA	30-00-31
☐		BANCO SANTANDER CENTRAL HISPANO SA	16-10-52
☐		BANCO SANTANDER CENTRAL HISPANO SA	16-05-01
☐		SANTANDER	09-01-32
☐		SANTANDER	09-01-35
☐		SANTANDER	09-01-39
☐		SANTANDER	10-16-99
☐		SANTANDER	09-01-34
☐		SANTANDER	00-01-28

You will then be given a list of the sort codes for this bank. Select the sort code required and then click the **SELECT** button as show below.



Now click on the magnify glass symbol next to the branch name and type in a % the search field in the pop up box and click on **GO**.



It should then self populate the correct branch as shown below. Select the populated branch if it is correct and then click **SELECT**.

Search and Select List of Values - Windows Internet Explorer provided by Thurrock Council

Search and Select: Branch Name

Cancel Select

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By: Branch Name % Go

Results

Select	Quick Select	Branch Name	Branch Number	Bank Name	Bank Number	BIC	Branch Type
☐	☐	BANK BRANCH	09-01-39	SANTANDER	09-01-39		OTHER

Cancel Select

It will then take you back to the original screen where you can now type in your bank account number in the **ACCOUNT NUMBER** field, once entered click **SAVE**.

Create Bank Account - Windows Internet Explorer provided by Thurrock Council

thurrock.gov.uk iSupplier Portal

Admin: Profile Management: Banking Details > Create Bank Account

* Indicates required field

* Country: United Kingdom

☒ Account is used for foreign payments

Account definition must include bank and branch information.

Bank:

☐ New Bank ☒ Existing Bank

Bank Name: SANTANDER Bank Number: 09-01-39

Show Bank Details

Branch:

☐ New Branch ☒ Existing Branch

Branch Name: BANK BRANCH Branch Number: 09-01-39 BIC: Branch Type: OTHER

Show Branch Details

Bank Account:

* Account Number: Check Digits: IBAN:

Show Account Details

Comments:

Note to Buyer:

Cancel Save

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Month End/Year End Closure

Please be aware that on the last working day of the month the portal will be unavailable for use. This is due to the Authority carrying out its monthly reconciliations.

An email will be sent a few days before on each month as a reminder, we will then notify by email again when the month end closure has been completed successfully and the portal is available for use again.